

## **ANNEX V – STUDENT CONDUCT**

**1. REFERENCES:** FM 3-21.5, AR 670-1.

**2. PURPOSE:**

The purpose of the Annex V is to provide procedures for students conducting themselves in a professional military manner while attending the NCOAH.

**3. SCOPE:** This Annex V applies to all students assigned/attached to the NCOAH.

**4. RESPONSIBILITY:**

**a. The Commandant is responsible for:**

- (1) Overall conduct and training is IAW CMP and SOP's.
- (2) The Commandant is available for students wishing to exercise the open door policy. (**#8 Open Door Policy Procedures**)

**b. The Chief Instructor is responsible for:**

1. Direct daily coordination with the student First Sergeant for special instructions.
2. All Senior Small Group Leaders and all Small Group Leaders.
3. All training conducted here at the Academy.
4. Discipline, good order and conduct here at the Academy for students, cadre, and staff.

**d. The Senior Small Group Leader is responsible for:**

1. Ensure SGL's within assigned platoon adhere to and enforce policies and standards in and out of the classroom.
2. Schedule appointments for students wishing to utilize the Commandant's open door policy.

**e. The Small Group Leader is responsible for:**

1. Training and direct supervision of students.
2. Present with student formations and movement.
3. When given the greeting of the day, "Train to Lead" extend the

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courtesy by replying, “NCO’s make it happen.”

4. Take appropriate action when senior NCO’s enter the classroom.

### **(1) Relationships:**

Relationships between students and cadre will be objective, and professional to facilitate training. Multiple situations can arise. It is impossible to set forth particularities to determine what acts are prejudicial to good order and discipline. If problems of military leadership, to conclude good order and discipline of the academy have been prejudiced, there has been an offense.

- a. Students and Cadre will not associate socially with one another, eliminating the perception of favoritism or inappropriate behavior.
- b. Students will not have personal relationships with other students while attending the WLC.

### **(2) Profanity:**

No profanity will be directed toward students, cadre or staff.

### **(3) Honor Code:**

The Honor Code is designed to instill in each student personal and professional standards of integrity and character expected and required of all NCOs. The maintenance of the Honor Code is therefore the responsibility of each student. The Honor Code is a set of ethical precepts to which each student must adhere. Presence in the Noncommissioned Officer Educational System automatically subjects the student to the Honor Code and its standards.

- a. A student will not lie, nor give questionable or evasive information.
- b. A student will not cheat.
- c. A student will not steal.
- d. A student’s word and or signature are their bond. A student will not tolerate a violation of the Honor Code as it is considered as grave an offense as the violation itself. Failure to report a violation of the code will constitute a violation of the Honor Code.
- e. A student will not attempt to induce another student to commit an act or assist in the commission of an act that constitutes a violation of the Honor Code.

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- f. A student is expected to adhere to the spirit of the Honor Code at all times, without reservation.
- g. Students will do their own work. This includes, but is not limited to lesson outlines for the Individual Training Management Evaluation and outlines for the Physical Fitness Performance Evaluation. Students will not bring or receive previously developed outlines for classes taught in Training Management or Physical Fitness.
- h. A student will not allow another student to give them information concerning or pertaining to any of the performance evaluations.
- i. A student is expected to respect the property rights of others. Students will not take another student's equipment without the expressed consent of that student. The taking, obtaining, or withholding of another person's property, which denies that person the use or benefit of the property is theft. The best policy is "DON'T BORROW".
- j. Signature: A student's signature or initials, like their word, is their bond and vouches for the accuracy of the document. The signature of a student on written work turned in for grading is considered their certificate of honor that the written work is solely their own.
- k. Reporting: A student who suspects or has knowledge that an Honor Code violation has been committed will immediately report it verbally to their Cadre. They will then be directed to the Deputy Commandant.
- l. The Honor Code Violation Policy: The Commandant is the approving authority for release.

### **(4) Army Core Values:**

It is the responsibility of all members of the U.S. Army to live by and instill in their soldiers the Seven Army Core Values. While attending WLC you will be expected to be the epitome of these values, as your Soldiers will be expecting you to set the example upon your return to your unit. The Academy Honor Code is nothing more than an extension of these values.

### **(5) Appearance:**

The Army is a uniformed service where discipline is judged, in part, by the manner in which a soldier wears a prescribed uniform, as well as by the individual's personal appearance. Therefore, a neat and well-groomed appearance by all soldiers is fundamental to the Army and contributes to building the pride and esprit essential to an effective military force.

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- a. A daily fresh, clean shave prior to scheduled training is required. Shaving profiles will be in accordance with current DA Regulations. Mustaches are authorized, but must be in compliance with AR 670-1.
- b. Military footgear will be IAW AR 670-1 and cleaned at all times. All desert or tan boots will be clean at all times. Shower and running shoes will be clean and in serviceable condition.
- c. Clothing will fit properly, be clean, and serviceable. Student will be counseled once on the appearance of their uniform. The student is responsible for getting a clean and serviceable uniform /boots delivered to them by their unit or self purchase.
- d. Unit insignia, chevrons, nametags, U.S. Army tags, and cloth badges will be correctly positioned in accordance with AR 670-1.
- e. All pockets will be buttoned, snapped, or velcroed.
- f. Male and female hair and grooming practices will be in accordance with AR 670-1.
- g. Sunglasses, tinted lens, or photo-gray glasses will not be worn while in formation, unless specifically prescribed by medical authorities.
- h. Violation of AR 670-1 will result in the student receiving appropriate counseling and notification to their unit. Any subsequent counseling on the same infraction will result in a request for dismissal.

### **(6) Military Courtesy:**

- a. When speaking to cadre, students will assume and maintain the position of Parade Rest until instructed otherwise. This includes ALL Cadre in the rank of SGT and above, regardless of that NCOs' duty position. Cadre in rank of SPC and below will be greeted cordially, and treated with proper respect.
- b. Students will sound off with the Academy motto "Train to Lead" when greeting Cadre in all areas of the Academy *except* the second and third floors of Bldg. 6055, where the classrooms are located. Students will not talk on the lanai of these floors or on any stairwells. Cadre will extend the courtesy rendered with the reply "NCOs Make It Happen", except as noted above.
- c. In a classroom environment, the Small Group Leader may waive the requirement for students to be at Parade Rest, for learning purposes.

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- d. When Cadre enter a room, for example, the instructor, Platoon Sergeant, Chief Instructor, 1SG, or CSM, students will sound off with “At Ease”, snap to the position of Parade Rest, and remain so until given the order “Carry On” by the NCO.
- e. When class is in session, students will not disrupt class by sounding off. The instructor will take appropriate action when a senior NCO enters.
- f. The unit motto “TRAIN TO LEAD” will be used for all class formations, award ceremonies, and when addressing officers.

### **(7) Movement:**

- a. Students will not move out on any mission outside the Academy fence without Cadre present to accompany the movement.
- b. Student Leadership marching a formation outside the fence will maintain the formation to the right side of the road with no more than four columns with an SGL present.

The only authorized cadence while marching in the Academy fenced areas is “1, 2, 3, and 4.” When outside the Academy fence, students may sound off with tasteful and appropriate cadences. You will not sound off during squad PT.

- c. When marching with weapons, students will be at the “low ready;” when marching and carrying other equipment, students will sling weapon across their back with the muzzle pointed down and to the right.
- d. When students are in line to draw weapons or for the DFAC, they will be in a single line at the position of “Parade Rest.” Prior to moving forward students will come to position of “Attention” step forward, stop and resume the position of parade rest.
- e. Student chain of command will also execute proper facing and marching movements to maintain order and discipline within that student leader’s element.

### **(8) Open Door Policy**

The Commandant has an open door policy to hear Soldier issues and grievances. Students must set up an appointment through the Deputy Commandant by utilizing the Academy

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chain of command. The academy chain of command starts with student leadership, students assigned SGL, SSGL, and the Chief Instructor.

### **(9) Following Instructions:**

Instructions are lawful orders given by any Noncommissioned Officer to maintain discipline and to ensure mission accomplishment. Failure to follow instructions will result in counseling by an SGL, as determined by cadre. If the infraction is considered serious in nature, the failure to follow instructions will be referred to the Commandant for disposition.

### **(10) Sexual Harassment:**

- a. All students, cadre, and staff will be treated with dignity and respect at all times.
- b. Sexual harassment will not be tolerated and will be dealt with appropriately.
- c. Soldiers will report any and all acts of either sexual harassment or misconduct using any of the following methods:
  - Cadre Chain of Command or Academy appointed E.O. Representatives
  - Commandant's open door policy
  - Assigned unit chain of command
  - IG office phone number 655-0847
  - 25<sup>th</sup> ID(L) EO office 655-6718
  - USAG-HI EO office 438-2111
  - Chaplain 655-9307

### **(11) Safety:**

- a. Students will use proper eye and ear protection when operating lawn equipment.
- b. During Physical Fitness road guards will be established and wear road guard vests and flashlights outside the Academy fence. Soldiers will wear their PT belts around their waist in summer PT uniform and across the chest from left shoulder to right hip in winter PT uniform.

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- c. Students with profiles and in groups of two or less will move towards traffic and must wear their pt belt diagonally across their chest. Students in formation will move with traffic and will not exceed three columns. All student formations will have one road-guard to the front and one road-guard to the rear of the formation at a distance of 15 meters.
- d. Students will turn in all unused MRE heaters to appropriate collection boxes.
- e. Students will conduct a 100% hands-on inventory of all equipment before and after each movement to training sites. Student leadership will report inventory to the SGL immediately.
- f. During limited visibility, all Soldiers will carry a white lens flashlight. This includes Physical Fitness.

### **(12) Weapons:**

- a. When weapons are permanently drawn, according to training schedule, you are required to carry your assigned weapon or have it within arm's reach. Soldiers will be issued three rounds of blank ammunition. The three rounds will be placed in a magazine and carried with you at all times.
- b. Failure to have weapons in arm's reach or magazine with three rounds with you will result in a negative counseling.
- c. Blank adapters will be installed on weapons at all times.
- d. At no time will weapons be secure in personal wall lockers.
- e. At no time will students use stack arms while in the Academy area or the training areas.
- f. During personal hygiene (shower) Soldiers can leave their weapons with their roommate or with a buddy.
- g. You are required to carry your own weapon to and from the classroom, DFAC, barracks, restroom, and training areas.
- h. While in class weapons will be placed on the ground next to the Soldiers desks with the muzzle facing the wall away from other students.

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- i. In a classroom when moving about, the SGL may waive the requirement for students to have their weapons within arm's reach for learning purposes. You will take your weapon with you when you leave the classroom for any reason. No exceptions.
- j. Weapons may be slung with the muzzle pointed down and to the right when actively engaged in details such as: Commandant's detail, Flag detail, lawn maintenance etcetera.

### Weapons loading / unloading and clearing:

- a. The **ONLY** time you will lock and load your weapon is when you walk outside the Academy fence for training.
- b. When the weapon is locked and loaded with the three round magazine, weapons will be kept on **SAFE** and there **WILL NOT** be a round chambered.
- c. Weapons will be cleared prior to entering the Academy area. There are clearing barrels placed at the entrance of the main gate to the Academy. Weapons will be cleared with a battle buddy present in the following manner:
  - 1. Students will remove the magazine from their weapon.
  - 2. Students will point the muzzle of the weapon inside the clearing barrel while pulling back on the charging handle of the weapon.
  - 3. Students and battle buddy will check the chamber to ensure there are no rounds present in weapon.
  - 4. Students will ride the bolt forward and squeeze the trigger.
  - 5. Students will then pull the charging handle to the rear once again while keeping the muzzle in the barrel.
  - 6. Students will then ride the bolt forward.
  - 7. Students will close the dust cover, ensure the weapon is on **SAFE** and police up the ejected round if present.



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### **Weapons Safety:**

- a. Weapons safety will be enforced at all times while assigned to the NCOA. A negligent discharge from improper clearing will result in a negative counseling.
- b. All students will practice proper muzzle and trigger discipline at all times while assigned to the NCOA.

### **Weapon Accountability:**

- a. Weapons accountability will be held three times daily:
  - The First formation of the day.
  - At lunch while in the Academy area.
  - At the last formation of the day.
- b. Team leaders will report weapons status to the Squad leaders.
- c. Squad leaders will report weapons status to their Student Platoon Sergeants.
- d. Student Platoon Sergeants will report weapons status to the SSGL and the Student 1SG.
- e. Student 1SG will report weapon status to the Staff Duty NCO, the Chief Instructor, or the SSGL of the day.
- f. Failure to maintain accountability of your weapon will result in a negative counseling.

### **Weapon Turn-in (DAY 0):**

- a. Small group leaders will conduct proper weapon clearing procedures with their platoon IAW FM 3-21.5, inspection arms.
- b. Students will line up on the edge of the lanai facing the grass with weapon pointed at the ground.

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- c. Students will pull back the charging handle of the weapon.
- d. Students will check the chamber to ensure no rounds are present in the weapon.
- e. Students will ride the bolt forward.
- f. Students will place the selector level on **SEMI**, and pull the trigger.
- g. Students will close the dust cover of weapon
- h. Small group leaders will instruct their students to line up by roster number order along the wall next to the arms room at **PARADE REST** and inform the armorer that clearing procedures have been performed.
- i. The students will file in the arms room single file. They will proceed against the wall lockers until they get to their weapon rack. They will then sound off with their roster number to ensure that they are placing the weapon in the correct place. Students will receive their DA 3749 weapons card from their SGL.

### Weapon issue:

- a. Students will draw their assigned weapon only. **No exceptions!** If you are a squad leader at the time of issue, you will draw the M249. Your assigned weapon will stay in the arms room.
- b. The students will file in the arms room single file and give their DA 3749 Weapons Card to the armorer at the door. They will proceed against the wall lockers until they get to their weapon. They will then sound off with their roster number to ensure that they are receiving the correct weapon. The student will inspect the weapon by serial number to ensure the correct weapon was issued; they will then go outside of the arms room and clear their weapons.
- c. The small group leader will instruct the students to line on the edge of the lanai facing the grass with weapon pointed at the ground.
- d. Students will pull back the charging handle of the weapon.
- e. Students will ride the bolt forward.
- f. Students will place the selector level on **SAFE**.
- g. Students will close the dust cover of weapon.

### (13) Dining Facility:

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- a. Students will stand in the DFAC line at the position of parade rest with their weapons slung with the muzzle pointed down and to the right. There will be no talking permitted while standing in line. Students are authorized to read the NCO Creed while in line.
- b. Squad Leaders and Platoon Sergeants will monitor the DFAC line to ensure all soldiers are not talking and are at the position of parade rest.
- c. Students will perform at least 6 unassisted pull-ups and dips or 12 assisted prior to entering the DFAC for breakfast, lunch, and dinner. Squad Leaders will ensure all students have performed their pull-ups and dips before entering the DFAC.
- d. Students will seat themselves by filling the tables closest to the door first and working their way back until all seats have been filled. There is adequate seating for all students proceeding through DFAC line by controlling the flow as necessary. When all seats in the DFAC are filled, students are authorized to eat under the lanai in the assembly area.
- e. Students will refrain from conversation in the DFAC to encourage rapid movement through meals.
- f. SGL's and student leadership will ensure that all students go through the DFAC line.
- g. Student Leadership will ensure all Soldiers who are required to eat "Low Cal" meals are doing so. Student Leadership can assign these identified individuals a "battle buddy" to ensure they are receiving "Low Cal" meals.

### (14) Off Limits Areas:

- a. The ground floor of Bldg. 6055 from the stairwell next to the Conference Room to the stairwell in front of Operations, to include the breezeway, is off limits to students with the following **exceptions**:
  - 1. The Student First Sergeant may move through this area in performance of his/her daily duties.
  - 2. The Commandant's Detail platoon when performing Flag detail, Staff Duty relief or general clean up after study hall.
  - 3. The Student Platoon Sergeants may pick up items after study Hall.

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4. Academy access to the Arms Room or Supply.
5. All other student traffic through this area will be at the direction of Cadre, including details for Operations or Supply.
  - a. The conference room of Bldg. 6055 is off limits.
  - b. The male and female latrines on the first floor of Bldg. 6055 are off limits to students.
  - c. Room 305, (the Cadre PSG's office,) in Bldg. 6055 is off limits at all times unless directed by a SSGL.
  - d. The electrical and boiler rooms on the 1<sup>st</sup> floor of Bldgs. 6056, 6057, and 6058 are not to be accessed except by authorized personnel only.
  - e. The entire west end of Bldg.6058 (closest to the Assy. Area) is off limits to students at all times. Students must exit from the East end of the building.
  - f. Students will not walk on the grass, unless directed by Cadre.
  - g. The STX/maintenance sheds behind Bldg.6057 are off limits unless directed or escorted by Cadre.

### **(15) Classrooms:**

The instructors' table, visitor's table, files, computer, slide screen, and slide projector are absolutely off limits at all times. The Cadre area in the back of the classroom and the reference cabinet are also off limits. Classroom rules will be discussed during SGL orientation.

### **(16) Day 0:**

#### **Sponsors/Drop Off:**

- a. Sponsor drop off hours are from 1800 to 2000 hours daily.
- b. All sponsors of students with missing items and/or equipment have 72 hours to drop off necessary items to complete their inventory. As per Commandant's directive, any person can drop off the needed items or equipment the student during this 72-hour period.
- c. After 72 hours, only sponsors are allowed to do drop off equipment or supplies.

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- d. All sponsors must be in the rank of SGT or above in ACU, or any appropriate military attire with ID card. There are NO CHILDREN allowed with the sponsor. There will not be any exception to this rule.
- e. Sponsors are to proceed to the Student/Sponsor reception table to sign in and have their drop off items inspected by the SDNCO. (Packages, bags, items and equipment will be marked outside with the student's roster number for identification.)
- f. Money is a direct exchange from sponsor to student from 1800-2000 daily.
- g. No drop off items will be left overnight in the SDNCO area.
- h. Students will not have visitors except their sponsor for the reason above they are required to sign in at the Staff duty desk.

### **Billeting:**

- a. WLC is a resident course. Students are required to *live* in the barracks. International students and overseas students will reside in Academy barracks as well.
- b. Students are required to *maintain* a barracks room at the NCOAH. The student's room will remain **inspection ready**.
- c. Soldiers are required to live in the barracks during the STX. (Situational Training Exercise) and remain in residency until graduation. Training schedule will dictate residency.
- d. No food or beverage will be stored or consumed in the barracks, Only camel back or canteen water is allowed in barracks.
- e. No chewing tobacco or snuff will be used in information, classrooms, barracks area, or rooms.
- f. Chewing gum is **not** authorized in the Academy.
- g. Radios, clock radios, TVs, recording devices, etc., are **not** permitted in the Academy.
- h. Cassette or CD players, MP3 or IPOD devices are permitted in the Academy area by students. They will only be played with headphones after mandatory study hall is complete and in the

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student's individual rooms. At no time will the students play any of the authorized devices outside their rooms without the headphones. Students will not play their music while sleeping after 2300 hours. Students who elect to bring these items will have no more than five (5) cassettes or CDs, due to the limited storage space. Anyone violating this policy will have his or her cassette/CD player confiscated. The student's sponsor will be contacted to pick up the player and music.

- i. Higher value sheets are located in each room and are required to be filled out by the soldiers occupying the room. Any valuables over \$50 must be annotated on the sheet. An SGL will initial by the item verifying that they have seen the items.
- i. Violations of these rules will result in a negative counseling.

### **Sign in/sign out procedures:**

- a. Students that reside off post will sign out through staff duty when student time has commenced. Students will return the following morning and sign in through staff duty before first morning formation per training schedule.
- b. Students that reside in the barracks have the opportunity to leave the Academy to participate in extracurricular activities. (PX, restaurants, etcetera). Students will sign out through staff duty and will sign back in through staff duty **NLT 2300** same evening. The Academy gate will be locked at **2300**.
- c. During the STX students will not be allowed to leave the Academy for personal time.
- d. Students that are on Commandants Detail will not be released until all duties are complete.

### **Accountability Formations:**

**When the NCO Academy is a non-resident course, it is the responsibility of all students to report to training on time. Accountability formations will be at 0530hrs (or depicted by the training schedule or the Chief Instructor).**

- a. Students that do not reside in the barracks who are late to first formation per the training schedule will result in a negative counseling and will reside in the barracks for the remainder of the course.

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- b. Soldiers residing in barracks or off post and late to first formation on your **evaluation day** will be dismissed from the course immediately.
- c. Students who are late to first formation per the training schedule for the second time will result in dismissal from the course.

### **Sick Call:**

- a. The Academy provides morning sick call.
- b. If you are referred to go to the Acute Care Clinic you will call your sponsor and go straight to sick call. You and your sponsor will sign you out. Upon your return you will sign in with staff duty.
- c. If you have a weapon during your medical need you will leave your weapon with a battle buddy.
- d. You must have constant communication with the Academy during your medical situation. **808-656-0460** is the staff duty number. Keep staff duty informed and if you are seeking more medical attention at another facility.
- e. Profiles, quarters given, and medications you might have received will be discussed with the Chief Instructor.
- f. If you have to go on sick call before the first formation, you will contact the Staff Duty to inform them of your sick call request. This is important for accountability of soldiers. Failure to do so, and if the student is reported OUT-OF-RANKS, you will be counseled for MISSING FORMATION and FAILURE TO REPORT.

### **Cell phones:**

- a. Cell phones are a privilege and will only be authorized for use during student time.
- b. Cell phones and cell phone chargers will remain secured in student wall lockers at all times except during student time.
- c. Cell phones are not authorized in the classroom, DFAC, during any training, movement outside of the academy, or during duty hours.
- d. Cell phones may be used in **three areas only**, the students

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assigned room, the student dayroom (when it does not disturb other students), or in the academy break area **during student time only**.

- e. Students violating the cell phone policy will receive a negative counseling statement and the phone must be picked up by the sponsor immediately.

### **Laptops:**

- a. Laptops are a privilege and will only be authorized for use during student time.
- b. Laptops, laptop chargers and accessories will remain secured in student wall lockers at all times except during student time.
- c. Laptops are not authorized in the classroom, DFAC, during any training, movement outside of the academy, or during duty hours.
- d. Laptops may be used in the students assigned room or the student dayroom (when it does not disturb other students)
- e. Students violating the Laptop policy will receive a negative counseling statement and the phone must be picked up by the sponsor immediately.

### **Wireless Internet:**

- a. Students have wireless internet throughout the barracks.
- b. Internet activity is monitored.
- c. Only authorized web sites will be used.
- d. Violation of use will result in dismissal from the course.

### **Security.**

- a. The safekeeping of valuables is a personal responsibility. Students will not have more than \$50.00 in their possession. Items costing more than \$50.00 will be noted on a High Value Item Sheet.
- b. Cell phones, laptops, electronic accessories, money, wallet, credit cards, keys of any sort, unlocked wall locker, or items that deem of high value are considered a security violation.



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- c. Students barracks room key is a sensitive item. Loss of his or her key will result in a negative counseling.
- d. Students that commit any security violation will receive a negative counseling. The second security violation will be referred to the Chief Instructor for possible disciplinary removal from the course.
- e. Military weapons will be stored in the Academy Arms Room. When a weapon is drawn from the Arms Room, it will be in the student's possession at all times. If a student comes in from the field for any reason, that student will turn in their weapon to the SSGL in charge of the TOC until the weapon can be secured in the Academy arms room. Immediately after use and prior to turn-in, weapons will be properly cleared by student leaders and cadre. SGLs will supervise all weapons draws and turn-ins.

### (17) NCO Creed, Soldier's Creed, & Army Song:

- a. All students will have a **hand written** copy of the NCO Creed no later than Training Day 1 by the end of the day.
- b. All students are required to recite the NCO Creed in front of their classmates by Training Day 10 by the end of the day. Failure to recite the NCO Creed by Training day 10 will result in a negative counseling.
- c. Students will maintain the NCO Creed with them at all times except PT). Failure to have the hand written copy of the NCO Creed with you will result in a negative counseling.
- d. The NCO Creed will be placed in the PT jackets during physical fitness **only**.
- e. The **NCO Creed** will be recited daily at the **1150** formation before lunch.
- f. The **Soldiers Creed** will be recited daily during the **1700** (dinner) formation.

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- g. The Army Song will be played after raising the flag every morning and everyone will recite the songs in formation.
- h. When the Army Song is played, all students and cadre will be at the position of attention.

### **(18) Study Hall:**

- a. Study hall is beneficial to your overall academic success at WLC.
- b. Students are required to attend study hall during upcoming Leadership, Training, and War Fighting evaluations.
- c. Students will not go on break during study hall but may utilize the restroom.

### **(19) Student breaks:**

- a. Students may purchase beverages from the machines or purchase snacks and drinks from room #305 BLDG 6055.
- b. Students may use the pay phone located at BLDG 6057 (B-barracks) Phone cards are sold at the Academy, BLDG 6055.
- c. Students leaving the classroom for break will not talk on the lanais or upon returning to class.
- d. Students smoking or using smokeless tobacco must do so in the very back right hand corner of the break area.
- e. There will be no open containers left in the break area. All trash will be properly disposed of and tobacco butts disposed of in butt cans. Recyclable items will be placed in appropriate recycle bins/cans. Failure to comply will result in privileges revoked.
- f. No horse playing or visitors in the break area.
- g. Students will not go to the barracks for any reason during breaks.

### **(20) Counselings:**

Soldiers who receive a negative counseling for any reason while attending the Warrior Leader Course will no longer be eligible for: Iron Warrior Award, Leadership Award, Warrior of the Cycle Award, or Commandant's List.

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If a student receives more than one counseling statement for the same offense, or they have more than two negative counseling's for a variety of infractions, they will be recommended for drop from course due to **PATTERN OF MISCONDUCT**.

### (21) SDNCO Runner:

- a. WLC students will relieve the SDNCO or clerk during all meals.
- b. The Platoon on Commandant's Detail will provide the runner. Student chain of command will ensure rotation of runners for each meal.
- c. Breakfast runner will be from 0700 hours through 0730.
- d. Lunch runner will be from 1200 to 1255 hours.
- e. Dinner runner will be from 1700 to 1755 hours.
- f. Students will not accept any equipment, money, or clothing from other students or sponsors.
- g. Students will not accept nor schedule any lunch appointments.
- h. Students may utilize the Academy loudspeaker system to call students to the SDNCO desk.
- i. The Student will provide the SDNCO with a duty roster for the SDNCO Runner prior to 2200. The duty will consist of two students per shift from 2200– 0545 hrs. The last shift will be in IPFU or the duty uniform for the first formation.

### (22) Student time:

- a. The following activities will occur during student time:
  1. Classroom and billets cleanup.
  2. Prepare uniforms for next day.
  3. Review of next day's class material.
  4. Laundry. Laundry will not be left unattended and **only** done during student time. Students will be done with laundry by 2300. Laundry will **not** be left overnight. TA-50 will **not** be cleaned utilizing the washer/dryer
  5. Personal phone calls, writing letters, etc.

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### 6. Commandant's detail duties.

#### (23) Conduct During Student Time:

- a. Student's are not authorized in opposite sex personnel's room. Males and females wanted to socialize may do so in the day room or break area only.
- c. Student Leadership are authorized to inspect their Soldiers rooms for cleanliness and uniformity. However, Soldiers of the opposite sex must notify the Staff Duty prior to going into the Soldiers living area. Upon completion of inspection, the student will inform Staff Duty. During all visitation of opposite sex quarters students must have a battle buddy.
- d. Males reporting to female areas and vice versa will announce themselves by stating **“MALE/FEMALE ON THE FLOOR!”**

#### (24) Billets Maintenance.

- a. Students will be required to perform maintenance in designated areas prior to breakfast and after study hall.
- b. Students are required to maintain all equipment and materials necessary to perform maintenance. Materials are stored on each floor. Students will not purchase any supplies for maintenance procedures.
- c. Students will report any broken or damaged property immediately to their SGL.
- d. A high state of cleanliness and neatness will be maintained at all times
- e. Barracks floors will be swept and mopped daily, to include underneath all moveable objects. Floors will be waxed as directed by the SGLs to maintain a high gloss.
- f. Windows will be cleaned inside and out to include frames and sills. Items will not be displayed on windowsills and ledges or hung from out of windows.
- g. All trash emptied and mirrors cleaned daily.
- h. Wall lockers and desks will be properly set up and displayed IAW the diagram enclosed in the wall locker. The entire wall locker and

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mirrors will be clean and free of dust and fingerprints. Buffer marks will be immediately removed from floors.

- i. Latrine floors will be swept and mopped and trash emptied. Toilets, showers and sinks will be cleaned and sanitized.
- j. Mops will be clean and hung to dry. Personnel are cautioned that meningitis germs breed in improperly stored wet items. i.e., mops, rags, and brushes. Ensure that all such items are thoroughly wrung out before storing.
- k. Stairwells will be policed and handrails will be kept clean. Drinking fountains will be clean and free of dust and **calcium deposits**. Fans will be clean and free of dust.
- l. All light globes will be cleaned and free of dust inside and out. Lamps and light fixtures will be clean and free of dust.
- m. All areas throughout the barracks must be checked to ensure that no dust or dirt is allowed to build up. This includes areas such as doors, fire extinguishers, door facings, chairs, ventilator grates, bulletin boards, etc.
- n. All billet lights will be **OFF** while the students are in class and before first call.
- o. A limited supply of washers and dryers are available on each floor. It is recommended that students bring an iron/ironing board with them, as they are not provided
- p. Washers and dryers are cleaned daily. This consists of sweeping under and around. All trash will be removed from the area. All washers and dryers will have the lid open with no trash or lint inside. All dryers will have lint containers cleaned and pulled half way out.

### (25) Commandant's Detail:

Commandant's detail is known as the detail platoon. Commandant's Detail rotates every day. Commandants Detail will provide the runner for each meal. Commandant detail platoon sergeant will report to the SDNCO for instructions upon the completion of study hall or training.

- a. **SDNCO** is responsible for direct supervision and accountable for the actions of Commandant's Detail.

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- b. Student Platoon Sergeant and Squad Leaders responsible for the execution of the Commandant's Detail will report to the SDNCO at the conclusion of, daily training or study hall for a briefing.
- c. Cleaning supplies utilized for the Commandant's Detail will be provided by the platoon that is responsible for the detail.
- d. Areas of responsibility for Commandant's Detail:
  - 1. All lanai's and sidewalks on and around building A will be swept.
  - 2. All entrance mats in front of doors on the first floor of building A will be swept and shaken to remove all debris.
  - 3. All trash receptacles in the vicinity of the outside assembly area, students break area, and the main lanai of the Academy building will be emptied and cleaned. All recycling containers must be emptied and sorted as necessary (plastic or aluminum cans) and bagged for turn-in.
  - 4. The trophy case will be cleaned.
  - 5. Headquarters offices windows will be cleaned every Tuesday
  - 6. Conference room every Friday evening will be cleaned.
  - 7. The Commandant's office, 1SG's office, Chief Instructor's office, the SDNCO office, and the Conference room, will be cleaned daily.
  - 8. All furniture dusted, floors swept, trashcans emptied and fresh trash bags placed in cans. Floors will be buffed every Tuesday and Friday evenings. Floors will be re-waxed per directive from the 1SG or CSM.
  - 9. Latrines on the 3<sup>rd</sup> floor will be thoroughly cleaned every evening to include: trash cans emptied, paper towels replenished, toilet paper replenished, and soap dispensers filled.
  - 10. The Commandant's Detail will be conducted every evening during the cycle. On the evening before a written examination, SDNCO should try to minimize length of the

## ANNEX V – STUDENT CONDUCT

detail and is authorized to exempt d through f of Para. 5, of the aforementioned tasks

11. The Commandant's Detail should normally be concluded by 2300 hours. However the Student Leadership may receive a negative spot report or counseling from the SDNCO for incomplete or unsatisfactory progress, and the Platoon will be required to return the next evening and resume the detail. This must be annotated on the Staff Duty Journal log, DA Form 1594.

### **(26) Police call:**

Students will conduct a police call of their platoon's designated area every morning after PT. (see display provided) Police Call areas will be checked on a daily basis and when attention required throughout the day. The following areas apply accordingly:

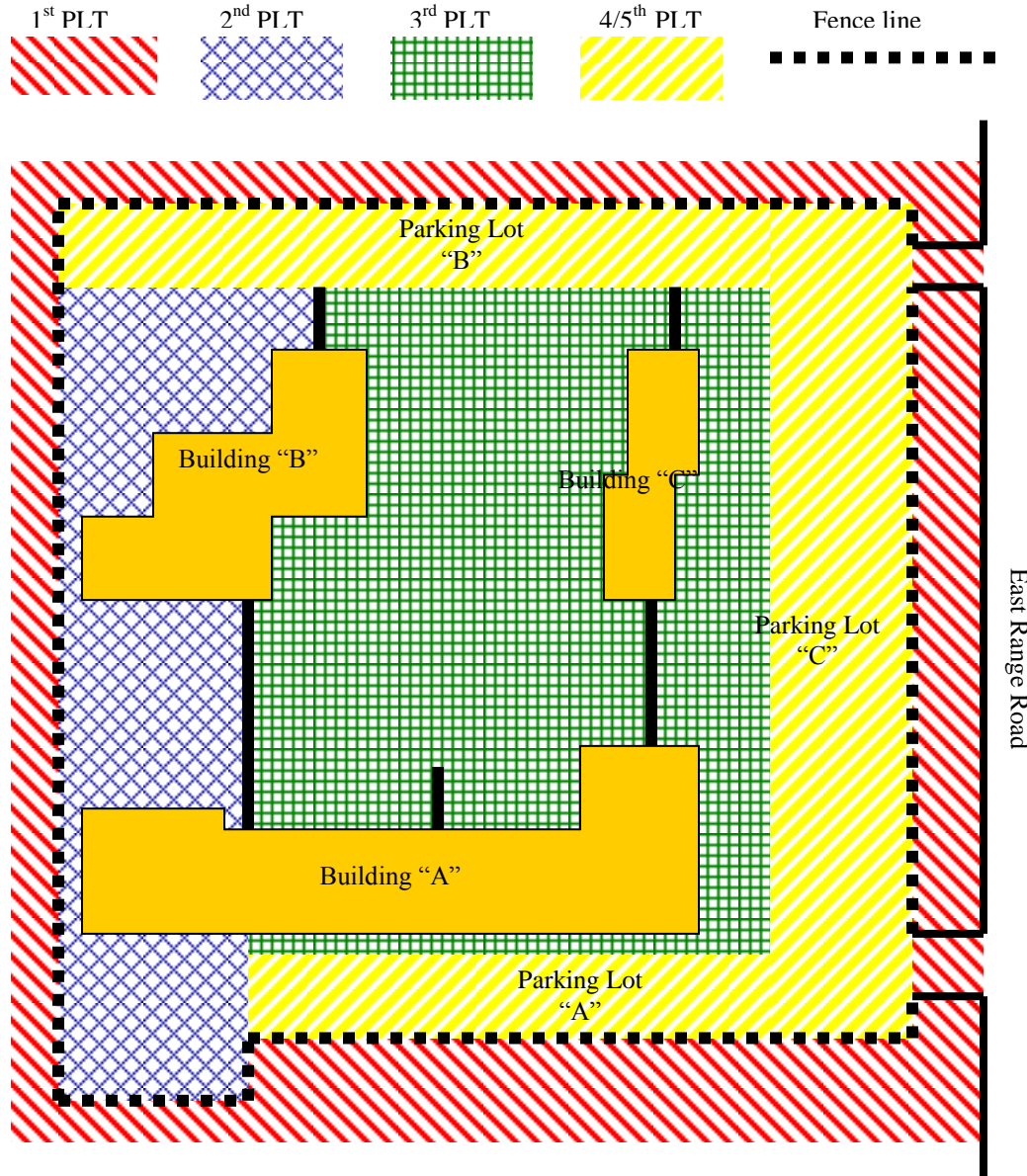
1. 1<sup>st</sup> Platoon will be responsible for areas all around the outer perimeter (fence line) of the NCOA.
2. 2<sup>nd</sup> Platoon will be responsible for areas that cover the student break area to the storage sheds within the fence line.
3. 3<sup>rd</sup> Platoon will be responsible for the area inside the Academy in and around the flagpole.
4. 4<sup>th</sup> & 5<sup>th</sup> Platoons will be responsible for the parking areas from the Command group parking area to and around the parking areas all the way to the storage sheds (see diagram).

NOTE: Students will not go outside the gate without an SGL to supervised

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(27) **Police call** (continued)/ **Student Parking:** (see display provided)

- Students will park in **parking lot C only**. Student vehicles will be backed into parking stall.
- Parking lot A if for cadre only.
- Parking lot B is NO PARKING.
- Students **will not** park along the fence line of East Range Road outside Academy.
- Students will not park near the fire hydrant outside the Academy front gate. Students are authorized to park along the path moving downward from Academy front gate after the yellow poles. Student vehicles will not be parked sideways or slanted.





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### (28) Conducting the in ranks inspections:

- a. First Sergeant posts nine steps in front of (center) and facing the line where the front rank of each platoon is to form.
- b. First Sergeant commands, “**FALL IN**”, the entire class falls in at normal interval with the proper interval between platoons.
- c. Next command given by the 1SG will be “Receive **the Report**”; The PSG will face about and command “**REPORT**”.
- d. The squad leaders in succession from front to rear turn their heads and eyes toward the platoon sergeant and salute (holding the salute until returned) and reporting “**all present**” or Sergeant’s name and location.
- e. The Platoon Sergeant returns the salute then faces about, when all Platoon Sergeants have faced about the First Sergeant will command “**Report**”.
- f. The Platoon Sergeants salute and report in succession from right to left. 1<sup>st</sup> PLT, 2<sup>nd</sup> PLT and so on. The 1SG returns each salute individually.
- g. Having received the report from the Platoon Sergeants the First Sergeant has then conducted accountability of the formation.
- h. Upon completion of accountability, the 1SG directs **PREPARE FOR AND CONDUCT INSPECTION**; on that directive, salutes are exchanged. The 1SG then inspects the guidon bearer. Upon completion he/she places the bearer at parade rest and posts three steps and centered to the rear of the formation. 1SG will then wait for the PLT SGT’s to complete their inspection with their squad leaders. When the PLT SGT’s post behind their platoons, the 1SG will inspect the PLT SGT’s one by one.
- i. The PSG will face about and give the command, “**COUNT, OFF**”, the squads will count from right to left. On the command “**COUNT**”, each member, except the right flank Soldier, turns their head and eyes to the right, on the command of execution “**OFF**” the right flank Soldier counts off “**ONE**”. After the Soldier to the right counts off with his number, the Soldier to the left counts off the next higher number and turns the head and eyes forward simultaneously. All other members of the squad will execute in the same manner until the entire squad has counted off.

- **NOTE: When the platoon dresses as part of a larger formation, all squad leaders glance to their right**

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**and align themselves on the base platoon (1<sup>st</sup> PLT). The right flank platoon squad leaders(1<sup>st</sup> PLT) will not turn their head and eyes to the right. The PSG aligns the platoon from the left flank rather than from the right flank when the platoon is not the right flank platoon.**

- j. The PSG then gives the command “Open Ranks, March”. The platoons will get exact alignment and open ranks IAW FM 3-21.5.
- k. The PSG will then command **“DRESS RIGHT, DRESS”** and faces to the half left (right) in marching and marches in the most direct route to a position on line with the first squad leader, halts one step from the squad leader and faces down the line, then verifies alignment of the squad directing them to move forward or backward, as necessary, calling them by name or number. The PSG will continue alignment of the rest of the platoon in the same manner, to return to his post the PSG will center on the platoon, halts perpendicular to the formation, faces to the left (right), and commands, “Ready, FRONT”
  - **NOTE: The 2<sup>nd</sup> PSG will step off to the half right as in marching and aligns his platoon as soon as the right element PSG has completed aligning the first squad from his platoon (the Academy will align on first platoon).**
- l. The PSG will immediately take the most direct route to a position in front and centered from the first squad leader, inspect using short steps at a 45 degree angle observing up and down, and center on Soldier prior to stepping off to the right as in marching and go behind First squad and inspect the back of the first squad leader. The PSG will inspect the rest of the squad leaders in the same manner.
- m. Once the PSG has posted himself in front of and centered on the platoon he will command **“SQUAD LEADERS INSPECT YOUR TEAM LEADERS”**. **SALUTES ARE NOT EXCHANGED**. The PSG will post himself one step and centered to the rear of the platoon as the PSG passes each squad leader they step forward execute an about face and proceed by inspecting the team leaders.
- n. **SQUAD LEADERS** will then inspect the team leaders by taking a 30-inch step forward, stop, face about, step off as in marching to the right and face in front of their first team leader and inspect. The squad leader will march around the squad and inspect the backside of the team leaders. Return to his post and command **“ TEAM LEADERS INSPECT YOUR TEAMS”** team leaders will inspect team members

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in the same manner as the Squad Leader, after inspecting the team members the team leaders will then return to their post and follow the Squad Leaders orders of at **“At Ease”**.

- o. Once all inspections are complete the PSG will bring the platoon to attention and command, **“CLOSE RANKS, MARCH** and **“PARADE, REST”**.
- p. Once all platoons have conducted inspection and are at Parade Rest, the 1SG will post and command, **“ACADEMY”**, PSG will go to the position of attention and command **“PLATOON”**, the 1SG will give command of execution **“ATTENTION”**, all students will sound of with a loud and thunderous **“TRAIN TO LEAD”** and assume position of attention simultaneously.

### (29) Flag detail:

The Students are responsible for Providing the NCOIC (student), two Flag Handlers, and two Halyard Pullers daily to conduct reveille and retreat. Rehearsals will be done the day prior to detail (1700-1800) under the supervision of a cadre.

- a. Reveille will be conducted at 0555 hrs and Retreat at 1700 hrs.
- b. The Flag Detail is designed as training to expose junior leaders to the traditions of conducting Reveille and Retreat.
- c. The NCOIC of the detail will be a team leader or above in a student leadership position and must be the senior ranking student in group.
- d. While conducting Flag Detail, the detail will sling their weapons across their back with the muzzle pointed down and to the right.

### 1. RAISING THE FLAG (REVEILLE):

- a. The NCOIC forms the detail in front of the breezeway NLT 0545 hrs in a column of twos at double interval between files. He then reports to the SDNCO and informs him that the detail is formed.

The NCOIC then secures the flag and returns to the detail and positions himself between the files and on line with the last two soldiers. The NCOIC will march the detail to the flagpole at 0550.

- b. The SDNCO will start the music at 0555 hrs.

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- c. The detail is halted in column, facing the flagpole on the walkway. They are halted so that the flagpole is centered between the halyard pullers. The NCOIC commands POST. On this command, the halyard pullers immediately move to the flagpole and ensure that the halyards are free of the pole. The flag handlers face to the center. The NCOIC directs UNFOLD THE FLAG. On this directive, the two flag handlers nearest the NCOIC begin to (carefully) unfold the flag lengthwise, passing the freed end to the other handlers. When the two handlers nearest the flagpole have firmly secured the flag, the other handlers move away from the flagpole (as necessary) until the flag is fully extended. The flag is not unfolded widthwise. The flag handlers hold the flag waist high with their forearms horizontal to the ground.
- d. NCOIC directs ATTACH THE FLAG. On this directive, all flag handlers take one side step toward the flagpole. The two handlers nearest the flagpole immediately attach the top of the flag to the halyard. The halyard pullers raise the flag until the bottom of the flag can be attached, ensuring the flag is on the outside rope.
- e. At the first note of the music, the halyard pullers rapidly raise the flag to the top of the pole. The NCOIC salutes. As the flag is raised from the handlers' hands, they face the flagpole and salute (Reveille is about 20 seconds in duration).
- f. At the last note of the music, the NCOIC commands ORDER, ARMS for himself and the flag handlers while the halyard pullers secure the halyards. The NCOIC then positions himself between the halyard pullers, executes an about face, and commands READY, FACE. The detail will face in the appropriate direction to depart the flagpole. He then marches the detail from the site back to the breezeway.

### **2. LOWERING THE FLAG (RETREAT):**

- a. At 1655 hours the detail is marched and positioned at the flagpole in the same manner as when raising the flag. On the command POST, the halyard pullers free the halyards, untangle them, ensure that they are free from the pole, and then temporarily re-secure them; the flag handlers do not face to the center. The NCOIC then commands PARADE, REST. At 1700 hours, the SDNCO will start the music.
- b. At the last note of "Retreat" each halyard puller immediately frees the halyards. The NCOIC commands himself and the flag handlers to ATTENTION and PRESENT, ARMS. At the first note of "To the

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Color", the flag is lowered slowly and with dignity (The call "To the Color", is approximately 40 seconds in duration). As the flag is lowered to within reach, the two flag handlers farthest away from the flag terminate their salute, move forward rapidly, secure the flag, and move back from the flagpole. The NCOIC terminates his salute at the last note of the music. Once the flag is detached, it is then folded. After securing the halyard, the handlers assist in folding. After the flag has been folded and received by the NCOIC, he positions himself between the halyard pullers, executes an about face, and commands READY, FACE. The detail will face in the appropriate direction to depart the flagpole. He then marches the detail from the site back to the breezeway. The NCOIC commands Halt, and dismisses the squad. The NCOIC takes the flag to the SDNCO. Once the flag has been folded (cocked hat), it is treated as a cased Color and not saluted by persons meeting the flag detail.

### 3. SPECIAL INSTRUCTIONS:

- a. When the flag is required to be flown at half-staff, it is first hoisted to the top of the flagpole and then lowered to the half-staff position. Before lowering the flag, it is again raised to the top of the flagpole and then lowered.
- b. The NCOIC inconspicuously gives the necessary commands or directives to ensure proper performance by the flag detail. On windy days, he/she may assist the flag handlers to secure or fold the flag.
- c. FLAG FOLDING INSTRUCTIONS: Once the flag has been brought down and the halyard pullers have removed it from the halyard and the halyard secured to the pole, the flag will be folded in the following manner:
- d. The flag handlers and halyard pullers will insure the flag is pulled tight and held at waist level.
- e. On the first command of, "READY, STEP" from the NCOIC the flag handlers and halyard pullers take one exaggerated step away from the flag pole, towards the breeze way. On the next command of, "READY, STEP" all personnel will take a step to the rear pulling the flag taught. On the third command of, "READY, STEP" the flag handlers and halyard pullers take one step forward resuming the position of attention and meet each other matching up the ends of the flag. On the command "READY, DROP", the flag handlers and halyard pullers with the strips will re-grasp the flag as it hangs down from the bottom. The NCOIC will command, "READY, STEP" all handlers and halyards will take one step backwards again resuming the

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positions of attention, with their arms at their side, elbows bent at a 90 degree angle, forearms parallel with the marching surface, hands will have palms facing downwards fingers aligned and strait, holding the flag taught.

- f. On the command, "READY, STEP" from the NCOIC the flag handlers and halyard pullers will repeat the steps above until the flag is ready to be folded into the Cocked Hat.
- g. Still keeping the flag at waist level and tight the flag can now be folded into the Cocked Hat. The flag will be folded from the flag handlers to the halyard pullers with the halyard pullers moving towards the flag handlers as the flag is folded. The halyard pullers will ensure the flag is kept tight while the flag handlers fold the flag. The triangular fold of the flag will begin by bringing the striped corner of the folded edge to the open edge. The next fold is the outer point inward parallel with the open edge to form a second triangle. During the folding process, the halyard puller's hands will be moving towards the flag handlers. As the halyard puller's hands move towards the flag handlers the NCOIC will command, "READY, STEP" to move the halyard pullers closer to the flag handlers.
- h. The flag continues to be folded until the entire length of the flag is folded into a triangle with only the blue field and margin showing. At that time the halyard puller opposite of the stars will make an opposite fold and the halyard puller on the star's side will tuck the margin in while the flag handlers hold the flag. The flag handler on the NCOICs right will pass the folded flag to the NCOIC with the point facing away from person receiving the flag.
- i. Once the flag is folded, the NCOIC will march the detail back to the breezeway as stated in Para 2b.

### (30) Testing/Examinations:

- a. All students are required to achieve **70 percent** and above on all tests and evaluations in order to be a graduate of the Warrior Leaders Course.
- b. Students will be required to attend the mandatory study halls the day before any exam/test. The NCO Academy Hawaii will provide every student the opportunity to excel.

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c. If a student should fail the initial test then they will be counseled and will be required to attend a retraining session given later that day to prepare for the retest which will be given the next morning.

d. If a student fails the second retest they will be recommended for dismissal from the course due to ACADEMIC Failure to the Chief Instructor.

e. If a student should pass any of the retest the only allowable score is a 70 percent.

### (30) Drops:

**Drop procedures from NCOA-Hawaii:** The following are the different forms of drops here in the NCO Academy Hawaii.

**Academic Drop-** Student fails initial test and retest of any Graduation requirement.

**Disciplinary Drop-** Student displays and attitude or appearance that is disruptive or destructive during training that takes away from the training of others and demonstrates actions that are a problem for students and cadre alike. It can also be used during personal time as well.

**Patterns of Misconduct-** Student are showing patterns of disciplinary, disruptive, and destructive behavior during training. Patterns of misconduct can also go along with the Disciplinary Drop.

**Unit Recall-** Student is requested by unit to be drop due to personal or professional reasons. Drop request must come from SGM and above.

**Medical Drop-** Student is dropped due to medical reasons either for profile and/or quarters. Student must be able to complete all prerequisites in order to graduate. **No exceptions.**